

# Instructions for GOCO's 2016 Habitat Restoration Grant Application



**Grant Application Note:**

Please note that GOCO makes regular updates to the Habitat Restoration Grant Application and Instructions. Please read them both carefully and contact Chris Yuan-Farrell ([cyuanfarrell@goco.org](mailto:cyuanfarrell@goco.org)) with any questions.

## **PURPOSE**

The purpose of this document is to provide guidance and instructions for filling out the Habitat Restoration Grant Application. All sample documents and other referenced documents are available on GOCO's website at [www.goco.org](http://www.goco.org).

**Note: GOCO may revise or update this document and the Habitat Restoration Grant Application at any time to correct errors, for clarification, and to reflect GOCO Board policies, conditions, or requirements, or for other reasons that the board believes will best accomplish GOCO's mission.**

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# I. HOW TO SUBMIT A HABITAT RESTORATION GRANT APPLICATION

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GOCO now accepts all grant applications online. We hope that you find this method of applying both simple and efficient.

Here's how to submit an online grant application:

1. You will receive the application form by e-mail. Download all other relevant documents from the [GOCO website](#).
2. Complete the application and gather all supporting materials. Refer to the application and these supplementary instructions for specific guidelines when compiling your full application.
3. Use the link in the grant application to access GOCO's grantee portal...that link is the only way to start a new application. (If you have yet to do so, please register for the GOCO Grantee Portal after you click the link.)
4. Complete the portal application:
  - Fill in all fields in the "Details" tab. (This is general information like contact information, the project title, amount requested, etc.) Unless otherwise noted, all fields are required.
  - You can save and come back to your application at any time. To save the application, you need only fill in the Project Title field. When you're ready to work on your application again, use [this link](#) to access the portal login page.
  - Upload your application in the "Attachments" tab.
    1. Refer to the application for the number and content of attachments you'll need to include.
    2. Each document must be smaller than 25MB.
    3. To upload, click the "Select" button to locate the document. You must then click "Upload" to attach it to the application.
  - When ready to submit, go to the "Review & Submit" tab and click the Submit button. (Please note that you may only submit your application within a given timeframe as specified in the application. The portal will not allow submissions occurring outside of this timeframe.)
5. Once you *submit* your application, the document is locked for editing. (However, you can still view the application. If GOCO staff finds something you need to change in the application, they will give you instructions on how to proceed.)

## **Other useful information:**

- If you forget your portal username or password, please do not create a new portal account. Instead:
  - To recover your username, send an e-mail from the address you used during registration to [portal@goco.org](mailto:portal@goco.org). Include the first name, last name, and organization you used when you registered for the portal.
  - If you forget your password, re-set it using the "Can't access your account?" link on the [portal login page](#).

A grant application started on or submitted through the portal is visible only to the individual who created it; no one else at your organization will be able to access it without being granted permission to do so. If someone else needs to be able to access the online application, have them establish a portal account. Then, you can e-mail [portal@goco.org](mailto:portal@goco.org) and ask that the application be shared with the other person.

## II. INSTRUCTIONS FOR COMPLETING GOCO'S HABITAT RESTORATION GRANT APPLICATION

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### A. General Guidance

Please limit your answers to the specific questions asked in the application. This should reduce the amount of repetition throughout the application. If you find that you have more information that you would like to convey that did not fit within one of the questions, please contact GOCO staff to discuss where to include this information.

When completing the application, remember that those scoring the application have likely never seen the property and the project described in your proposal. Therefore, the evaluation is limited by what you include in your answers, so clearly describe the values and benefits of your proposal as thoroughly as possible.

#### 1. Application Process

After carefully reviewing this guidance document, please contact GOCO staff with any questions and to request an application. GOCO staff will assist you in determining your project's eligibility under this program.

GOCO staff and outside peer reviewers will review, score and rank applications based upon responses to the questions in the Proposal Narrative section of the application, other application materials submitted, and the general merit of your project. Each Proposal Narrative category is assigned a maximum point value, and final scores reflect the sum total of the points awarded to each category.

- a) If you would like feedback on a draft of your application, please submit the draft at least two weeks prior to the application deadline
- b) Applications must be submitted by the application deadline
- c) Staff will review final applications for completeness and distribute applications to peer reviewers
- d) Staff will conduct meetings with peer reviewers and compile scores
- e) Staff will make funding recommendations to the Open Space Committee
- f) The Open Space Committee will make recommendations to the full board
- g) The board will make its final funding decision

#### 2. Applicant Eligibility

This program is open to all entities eligible to receive GOCO open space funds:

- a) Colorado municipality or county
- b) Political subdivision of the State of Colorado
- c) Non-profit land conservation organization (land trust or 501(c)(3) non-profit organization with land conservation as a primary purpose)
- d) Colorado Parks and Wildlife
- e) Colorado special district with land conservation as a primary purpose

### **3. Project/Property Eligibility**

- a) The project's primary objective must consist of enhancing or restoring habitat.
- b) The project must occur on land owned by a: 1) municipality, county, or other political subdivision of the state and the land is **managed as a protected open space or park** or 2) land trust or other private party and the land is **permanently protected by a conservation easement or other permanent use restriction**.
- c) All work must comply with any conservation easement or other use restriction concerning management of the property's natural resources.
- d) Ineligible projects include but are not limited to:
  - i. Projects focused on recreational amenities including trails along rivers and streams and instream recreational features
  - ii. Projects on private property that is not protected with a conservation easement or similar development restriction
  - iii. Projects on federal lands
  - iv. Projects that solely involve planning or monitoring

### **4. Grant Amount and Match Requirements**

There is no limit on funding requests. However, please recognize that GOCO intends to fund several high-quality projects throughout the state and a wide variety of project types. Therefore, limit your funding request to an appropriate amount given the \$500,000 available to award this funding cycle. Please contact Chris if you intend to request more than \$100,000.

GOCO will fund up to 75% of the proposed project's eligible costs. Of the remaining minimum 25% match from other sources, GOCO requires a 12.5% minimum cash contribution. The remaining match may be in-kind donations of services for which the applicant would have otherwise paid directly. See below for further detail regarding eligible costs and in-kind services.

### **5. Timeline**

You must complete your project and submit a final report within 24 months of receiving a GOCO grant award.

### **6. Costs**

Eligible costs are costs that are necessary to the project that GOCO can fund directly or that GOCO will allow as match, either as cash or as in-kind donations. The following chart, though not comprehensive, summarizes GOCO's eligibility requirements with regard to project expenses. Please discuss any potential project expenses with GOCO to determine the eligibility of those expenses prior to applying.

<b>Eligible Costs</b>	<b>Ineligible Costs</b>
Professional services such as consultant or contracted services, youth corps crews, etc.	Fundraising costs
Staff time on projects when it can be shown that staff is the most effective and strategic way of addressing this project and that the other duties of that staff person can still be fulfilled	Staff time on projects outside of the scope of the application
Equipment operation and/or rental	Equipment purchases
Travel expenses related to project	Land, water, or conservation easement purchases
Costs that relate directly to the project, such as surveys, engineering, design, GIS/mapping, monitoring and evaluation services, etc.	Any costs incurred prior to the grant award date with the exception of limited engineering and design costs, as described below

**a) Specific Eligible Costs**

**Travel/meal expenses:** Please be specific as to whom these expenses will cover. GOCO does not cover a “per diem” because we can only pay for expenses that are documented by receipts. At the application stage, you can estimate what these costs will be and put in the final numbers once the travel is complete.

**Staff expenses:** Staff expenses are limited to a maximum of 50% of the total budget of the GOCO-funded portion of the project (including both GOCO funds and match). The expenses must be associated with staff time spent on this project and apply to both new and existing staff. This limitation applies to the applicant as well as any contracted service providers.

All requests to include staff time in the budget must be fully explained and well-documented. We understand that what is eligible and what is ineligible when it comes to staff time can be confusing; please contact Chris with any questions about eligible costs and how to explain or document them.

**Indirect expenses:** Indirect expenses, whether funded directly by GOCO or used as cash match, are limited to a maximum of 3% of the requested GOCO grant amount. For purposes of this program, indirect expenses may include administrative expenses, office supplies, rent or other occupancy expenses, insurance costs, and equipment use or services not otherwise included in your project budget. This limitation applies to the applicant as well as any contracted service providers.

**b) Eligible Cash Match**

- All costs directly eligible for GOCO funding
- Up to 50% of pre-project engineering and design costs completed within one year prior to award date

**c) Eligible In-Kind Match**



- Volunteer time (@ \$23.56 per hour, rounded to nearest tens of dollars on budget)
- Donated or discounted professional services, materials and supplies, equipment, etc.

Please contact GOCO if you intend to use CPW as a matching funding source because limitations apply to the use of such funds as match.

## **B. Summary Form Instructions**

### **1. Applicant and Partner Information**

**Applicant:** The applicant is GOCO's main contact for this project.

**Partner:** If another entity plans to participate in the project, or is co-sponsoring the application, enter the name, address, and contact information for the cooperating entity.

### **2. Project Information**

**Project Title:** Please enter a concise, yet appropriately descriptive, title for the proposed project, e.g., "Campbell Creek Stream Restoration." Note: this title will be used in all press releases, reports, and other public documents.

**Grant Request and Total Project Cost:** Please ensure that the values presented here match those shown on the budget form. The total project cost should include the value of all in-kind and cash contributions to the project.

**County or Counties:** Include the name of the county or counties in which the project is located.

**Name(s) of Property(ies):** If applicable, please identify the name of the property on which the project will take place. This may include the name of a public park, open space, or ranch. GOCO may use this property name when contacting or when contacted by the media, so please do not include sensitive landowner information.

**Property Type:** GOCO can only fund habitat restoration work on publicly owned properties or private land perpetually protected with a deed restriction such as a conservation easement. If your proposed project does not fit either of these, e.g., a private property protected with a non-perpetual deed restriction or a public agency lease agreement, please select "Other" and explain in the space provided. Contact Chris to discuss any eligibility concerns well in advance of the submission deadline.

**Project Description:** Summarize your project in the space provided. Highlight the key elements for GOCO and our reviewers. GOCO will borrow heavily from this project description when creating materials for our board, so present your project accurately and persuasively.

### 3. Certification and Authorized Signature

GOCO will not award funding to any applications lacking a signed certification from a person authorized to sign on behalf of the applicant.

### C. Proposal Narrative Instructions

Please provide as much detail for each of the questions as possible. Do NOT leave any questions blank. If you have information to share that does not fit well in any of the sections, contact GOCO to discuss where the information is appropriate. **Please include the HEADING that precedes each section** (it is not necessary to repeat the text of the questions.) Please limit narrative to six or fewer pages, single-spaced, and abide by the following guidelines:

1. Limit margins to 0.75" left, 1" top, 0.75" right, and 1" bottom;
2. Font type of Times New Roman, Palatino, or Courier New; and
3. Font size of 11-point or larger.

#### 1. Noteworthy Questions:

##### a) Community Engagement

While not required, GOCO strongly encourages applicants to solicit the services of an outdoor stewardship organization that organizes volunteers or stipended volunteers, e.g., AmeriCorps. Such groups vest a sense of ownership in the project in the individuals they recruit to perform the work. They often complete comparable project outcomes at far less expense than contracted professional services. However, engaging youth and volunteers is not feasible for every project, and GOCO's primary interest is the conservation outcome of the project. Therefore, please answer the questions in this category to justify using or not using youth, families, and/or volunteers and explain why this choice will enhance your project.

##### b) Staffing

Please explain how you will manage this project. If using outside contractors, consultants, or other professional services to manage the project, please explain how this structure benefits the project in terms of costs, efficiency, project outcomes, etc. If using internal staff, please justify using the same criteria listed previously.

### D. Attachments

#### 1. Budget

The project budget must be submitted in GOCO's required format, available [here](#). Please provide an accurate and detailed budgeting of project costs. GOCO must approve any changes contemplated after an award is granted.

The budget should reflect items paid for with either GOCO funds or matching funds. If there are separate components to your proposal, separately list or categorize each expense as a separate line item under each component.

GOCO funding is subject to change to account for substantive changes in the project between the application and project completion. GOCO may reduce, but not increase, grant awards.

**Need help?** We realize that budgeting, determining eligible/ineligible costs, and documenting in-kind expenses can get complicated. If you have any questions about GOCO's budget policies, requirements, or the budget form, please contact us.

## **2. Budget Narrative**

Please explain in detail each of the costs included in the budget in narrative form. This is especially important when including staff time. The explanation of staff time should cover how you calculated these figures and how they relate to specific components the proposed project.

## **3. Workplan/Timeline**

Projects that receive funding must be completed within 24 months from the grant award date. The Workplan/Timeline should include a preliminary estimate of the expected completion dates for any individual goals/milestones and project tasks. GOCO policy allows staff to deauthorize grants for projects not completed within 24 months of the grant award date, but GOCO will not hold you to deadlines you specify for specific project components within the overall grant period. Please explain the timing of each of the tasks in your project.

## **4. Maps**

Proposals should include two or more maps: 1) a project location map showing the project location and surrounding context and 2) a detailed area map for each discrete project location showing the specific project area and project components in sufficient detail. Maps may be scaled for 8.5 x 11 or 11 x 17.

## **5. Photographs**

Proposals should include up to three pages of photographs showing the existing conditions at your project site. GOCO requires photos upon project completion so it may prove helpful to select a memorable location or save GPS coordinates so that you can provide the most compelling visuals of the success of your project when completing the final report.

## **6. Landowner Authorization**

Proposals must include a letter from the landowner AND, if applicable, the holder of the conservation easement (or other deed restriction). Letters should clearly demonstrate that the landowner, and easement holder if applicable, is fully aware of all aspects of the project and supports the proposal. If the project encompasses lands owned by multiple landowners, each landowner must provide an authorization letter. Any conservation easement or other instrument should be carefully reviewed to verify that the proposed activities comply with the terms of the document. The entity that holds the conservation easement (or other deed restriction) should submit a letter of support that clearly demonstrates that the proposed activities are fully aligned with the terms of the document.

## **7. Letters of Support**

Provide up to three letters/emails of support from entities that are supporting the project in ways other than cash or in-kind contributions. Letters should come from users, user groups, community members, volunteers, schools, etc. If you are using a youth corps or other volunteer/youth organization, include a letter of support from the specific corps or organization with which you will collaborate. Please contact GOCO with any questions regarding this requirement. Let GOCO staff know if a letter will come straight to GOCO rather than in the application packet. *Please do not seek a letter of support from Colorado Parks and Wildlife ("CPW").* GOCO will solicit feedback directly from CPW about the habitat values of the project.

### **III. GRANT ADMINISTRATION INFORMATION**

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#### **A. Grant Agreement**

If a grant is awarded, GOCO will send a grant agreement to the applicant within approximately two weeks of the GOCO Board's decision. This document will serve as the official agreement between GOCO and the grantee. If the grant award is for less than full funding, a revised budget, approved by GOCO, will be required with the signed contract.

Grantees will have 60 days after receipt of the contract to sign and return the contract to GOCO (along with a resolution from the grantee's board or other controlling body authorizing acceptance of the grant), or notify GOCO staff in writing of the reason for the delay. Please note: extending the return of the grant agreement does not extend the project due date.

No funds are available to the grantee until after GOCO's final approval of the grant agreement and any necessary modifications to the budget and/or other materials.

Any project changes that arise during the course of the project, or modifications the grantee desires, such as changing the scope of the project, matching resources, total project cost, etc., must be requested in writing and approved in advance by GOCO.

#### **B. Insurance**

GOCO requires that the grantee maintain general liability insurance for the entire period of the project that covers all staff and volunteers participating in the project, for protection in the event of injury and/or damage. The insurance limits shall not be less than \$1,000,000 per occurrence and \$2,000,000 aggregate. If the grantee contracts with another organization to complete the project, it is the responsibility of the grantee to ensure its contractor carries insurance that fulfills this requirement. Volunteer management organizations may provide adequate coverage for partnering organizations, so the grantee should consult with its volunteer management organization, if any, to determine whether separate or additional coverage is necessary.

#### **C. Workplan/Timeline**

GOCO grant agreements require a specific project completion date. Finishing projects in a timely manner is a condition of the grant agreement. Any proposed change to this date must be requested in writing and approved in advance by GOCO. GOCO policy allows for deauthorization of grants if projects are not completed within the agreed-upon timeframe. The approved Workplan/Timeline will also be an exhibit to the grant agreement.

#### **D. Reporting**

Upon project completion, the grantee must submit a final project report, with associated attachments, available [here](#). If you request a progress payment, GOCO requires you to submit a progress report form and associated attachments, available [here](#).

#### **E. Payment of Grant**

Generally, the costs of the project will need to be paid by the applicant and reimbursed by GOCO only upon documentation of the expenditures, provided that such expenditures are eligible GOCO costs. GOCO may pay up to 50% of the grant award upon satisfactory completion of a mid-project progress report; the remainder is payable upon GOCO's approval of a final report. In cases where the board sets special funding conditions, GOCO may also prescribe an alternate method of payment. As with all grants, payments are subject to sufficient net lottery proceeds being available to GOCO.